

Little Traverse Bay Bands of Odawa Indians
Job Posting

Job Title: OFFICE OF THE EXECUTIVE SERVICES ATTORNEY
Department: Tribal Chairman
Reports to: Tribal Chairman
Status: Exempt
Salary: Negotiated - \$110,000.00
Level: 9
Opens: November 22, 2013
Closes: December 13, 2013

SUMMARY

The primary function of the Office of the Executive Services Attorney is to provide legal advice to the Tribal Chair and assist the Tribal Chair in carrying out the duties of the Executive Branch. The Office shall maintain impartiality of Executive policy to be determined by the Tribal Chair, and shall not advocate the adoption or rejection of any policy decision. The Office shall maintain the attorney client relationship with respect to all communications between it and the Tribal Chair and shall serve as the attorney for the Tribal Chair in any court action.

RESPONSIBILITIES

Job responsibilities may include the following tasks, knowledge, skills and other characteristics. This list of job responsibilities is illustrative only, and is not a comprehensive listing of all functions and tasks performed by this position. Other duties may be assigned.

- Conducts legal research and provides advice related to Community interests, tribal sovereignty, tribal jurisdiction, taxation, membership, health and human resources, law enforcement, human resources/personnel matters, civil litigation, commercial transactions, business law and/or other areas.
- Assist in the drafting and interpretation of regulations, resolutions, policies, veto statements, statutes and accompanying reports in accordance with the policy objectives of the Tribal Chair.
- Provide legal counsel and services upon request of the Tribal Chair.
- Assists in the preparation of legal and technical correspondence for the Tribal Chair.
- Objectively advises Tribal Chair on interpretation of any legislation, regulations, resolutions, or policies set forth by Tribal Council.
- Objectively advise Tribal Chair in negotiations with federal, state, local and tribal government entities, issues related to gaming and other economic development, reserved Treaty rights, Indian Child Welfare, contract and administrative issues, and any litigation involving these or other areas.
- May assist Tribal Chair in writing articles to be published in the Odawa Trails Newsletter.
- Study and advise Tribal Chair on proposed federal and state legislation and regulations to determine potential effects of the Tribe's interests.

- Research and advise Tribal Chair on agreements, proposals, and contracts.

OTHER NECESSARY SKILLS AND ABILITIES

- Must be able to maintain the highest level of confidentiality.
- Computer skills including Microsoft Word, WordPerfect, Excel, PowerPoint, and on-line legal research such as Westlaw and Lexis, and the ability to utilize e-mail, Internet, fax, and other types of office equipment and file management programs.
- Knowledge of principles of management and record keeping; and
- Must have a valid and unrestricted Michigan driver's license.

EDUCATION AND/OR EXPERIENCE

- Must be a licensed attorney to practice law in the state of Michigan or an attorney who possesses a license to practice law in another state and obtains a license to practice law in the state of Michigan within twelve (12) months of hire.
- Must have 8 years' experience with Tribal and Federal Indian law.
- Knowledge of the history, culture, laws, rules, customs and traditions of the Little Traverse Bay Bands of Odawa Indians.
- Knowledge of legal research methods, legal research software, and use of databases.
- Skilled in interpreting and applying statutes, ordinances and other laws.

LANGUAGE SKILLS

Ability to read, analyze, and interpret public law through writings or oral communication.
Ability to explain complicated legal concepts in a manner that is understandable.

COMMENTS

The Little Traverse Bay Bands of Odawa Indians gives preference to eligible and qualified applicants in accordance with the LTBB Indian Preference in Tribal Employment Statute. Must be willing and able to pass a background investigation and adherence to strict governmental policy in regard to confidentiality is a must.